

AR TRANSITIONAL EMPLOYMENT BOARD

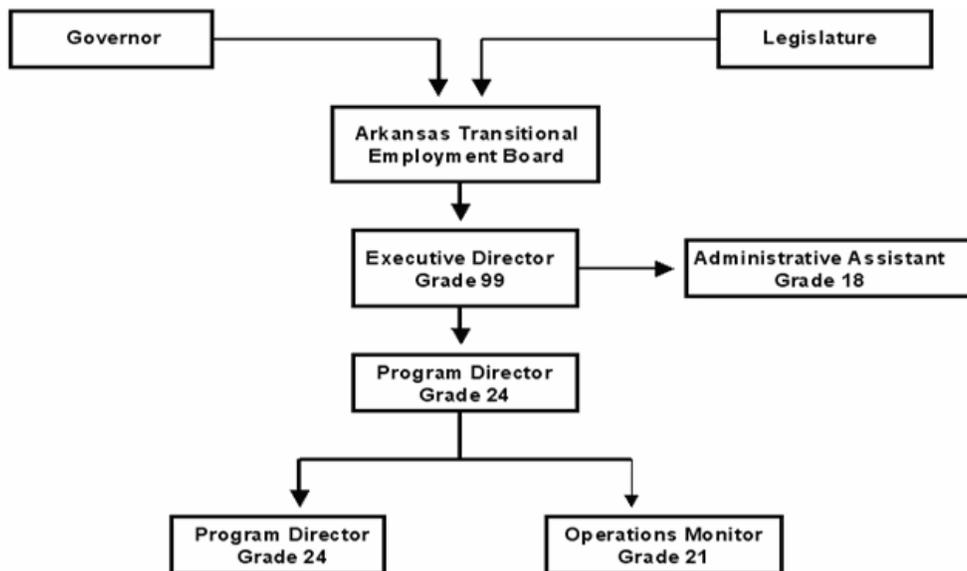
Enabling Laws

Act 29 of 2003
ACA §20-76-101 et seq
ACA §5-36-205

History and Organization

The Arkansas Transitional Employment Board was created by Act 1567 of 1999. Act 1567 of 1999 was a revision to the Arkansas Personal Responsibility and Public Assistance Act, which was initially enacted in 1997. The law was again revised by Act 1264 of 2001 and Act 1306 of 2003. Currently, the Board is responsible for fulfilling the requirements set forth in law as they relate to the oversight of state agencies engaged in the process of administering the Transitional Employment Assistance (TEA) program, procuring the independent evaluation of the TEA program, and various other duties outlined in law.

The Arkansas Transitional Employment Board was created and designed to be an agent of change and challenge to the existing federal, state and local agency service delivery mechanisms by Act 1567 of 1999. The challenge? To seek to ensure that persons on TEA are getting the assistance, the information, and the services needed to help them become self-sufficient.



Agency Commentary

The Arkansas Transitional Employment Board (ATEB) has oversight responsibility over welfare reform

in the State of Arkansas. For the 2005 - 2007 biennium, ATEB is requesting the following:

Fund Center: 768

The ATEB is requesting change level appropriation in the amount of \$3,649 for SFY 2005 - 2006, and \$3,757 for SFY 2006 - 2007.

Fund Center: 939

The ATEB is requesting the base level appropriation for both SFY 2005 - 2006 and SFY 2006 - 2007.

As the personnel packet indicates, the TEA Board would like to upgrade the current ATEB Program Director position 20949446 from a Grade 24 to a Grade 26. The responsibilities involved in this position are aligned with those generally defined under the role of an agency Deputy Director. These responsibilities and duties include necessary and critical interaction with the State Legislature and legislative staff as well as the federal government. Additionally, the position serves as a crucial leadership support for the Executive Director in terms of the administration of the TEA Board, its staff, and its interaction with DHS in oversight of the State's TEA program.

Specifically, the responsibilities of this position include:

1. Chief Fiscal Officer: Serve the agency as the CFO and oversees the Outreach Monitor's fiscal duties as they relate to office administration such as handling monthly invoices.
2. Contract Administrator for the Transitional Employment Assistance Independent Evaluator. This contract is required by the legislature and this responsibility involves monitoring of developing the RFP, issuing the RFP, presenting the proposals to the ATEB for the selection, representing the agency before Legislative Council for contract approval, monitoring the performance of the independent evaluator, providing oversight and direction to the Independent Evaluator regarding specific ATEB requests.
3. Legislative responsibilities include both State and Federal tracking of all legislation related to the ATEB and working closely with the ATEB Executive Director and DHS to interact with the Legislature and Congress regarding the TEA Program. As the TEA program is 100% federally funded, this function is critical.
4. Works closely as a contact for the members of the ATEB when the Executive Director is unavailable and provides direction and clarification to the Board members when necessary. This task includes working side by side with the Executive Director in working with the ATEB Chairman to develop priorities and strategies for the ATEB.
5. Provides insight and advice for the Executive Director regarding the operations of ATEB.

This change level will allow the agency to facilitate this much needed position upgrade. Additional details regarding this request are included in the personnel packet.

The TEA Board is also requesting to change the title of the ATEB Program Director position 22094946 to ATEB Program Manager. The position will remain at Grade 24, however this title will better align with the functions of this position.

One final personnel request by the Board is that the current ATEB Administrative Assistant position be downgraded from a Grade 18 to a Grade 16. This will allow the TEA Board to provide a staff position for more general administrative support that currently is not necessary to be performed by a

position with a Grade of 18.

In addition to the administrative cost, Act 1567 of 1999 mandates that ATEB enter into a contract with an independent evaluator to examine the states TEA program thereby making necessary the appropriation to fulfill the requirements of that act. The base level for the independent evaluator stands at \$750,000. ATEB is requesting the base level appropriation of \$750,000 for SFY 2005 - 2006 and SFY 2006 - 2007. The requests for both years of the biennium are for appropriation only and are costs associated with the independent evaluator contract.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
ARKANSAS TRANSITIONAL EMPLOYMENT BOARD
FOR THE YEAR ENDED JUNE 30, 2003

Findings	Recommendations
None	None

Employment Summary

	Male	Female	Total	%
White Employees	1	0	1	25 %
Black Employees	1	2	3	75 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			3	75 %
Total Employees			4	100 %

Publications

A.C.A 25-1-204

Name	Statutory Authorization	Required for		# Of Copies	Reason (s) for Continued Publication and Distribution
		Governor	General Assembly		
Biennial Report	20-76-105(d)(14) 20-76-107(a)	Y	Y	3	Required by Law
Quarterly Progress Reports	20-76-106(c)	Y	Y	3	Required by Law
Statewide Implementation Plan	20-76-105(d)(5) 20-76-106(a)(1) 20-76-106(c)	Y	Y	3	Required by Law

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM

Department Appropriation / Program Summary

Appropriation / Program	Historical Data						Agency Request and Executive Recommendation							
	2003-2004		2004-2005		2004-2005		2005-2006				2006-2007			
	Actual	Pos	Budget	Pos	Authorized	Pos	Agency	Pos	Executive	Pos	Agency	Pos	Executive	Pos
768 Operations	300,638	4	446,061	5	459,177	5	460,277	5	456,628	5	468,636	5	464,879	5
939 TEA-Independent Evaluator	389,359	0	750,000	0	750,000	0	750,000	0	750,000	0	750,000	0	750,000	0
Total	689,997	4	1,196,061	5	1,209,177	5	1,210,277	5	1,206,628	5	1,218,636	5	1,214,879	5

Funding Sources		%	%		%	%	%	%						
Federal Revenue	4000020	689,997	100.0		1,196,061	100.0	1,210,277	100.0	1,206,628	100.0	1,218,636	100.0	1,214,879	100.0
Total Funds		689,997	100.0		1,196,061	100.0	1,210,277	100.0	1,206,628	100.0	1,218,636	100.0	1,214,879	100.0
Excess Appropriation/(Funding)		0			0		0		0		0		0	
Grand Total		689,997			1,196,061		1,210,277		1,206,628		1,218,636		1,214,879	

Analysis of Budget Request

Appropriation / Program: 768 - Operations

Funding Sources: MAT-Transitional Employment Board-Operations

Arkansas Code Annotated §20-76-105 revised the Arkansas Personal Responsibility and Public Assistance Reform Act of 1997 by creating the Transitional Employment Board in an effort to better manage the welfare reform programs implemented statewide. The Board consists of 15 members. Though the duties of the Board are many, the main focus of the Board is to oversee the operation of the Arkansas Transitional Employment Assistance (TEA) activities and to coordinate these activities with state agencies involved in TEA. Funding is derived from the federal Temporary Assistance for Needy Families (TANF) program through the Arkansas Department of Human Services-Division of County Operations.

Additionally, the Board is authorized to initiate activities to foster collaboration; respond to and report on citizen concerns about implementation and administration of the program; review the DHS plan for bonus awards and employee incentives; contract for an independent evaluation of the TEA program; provide guidance and oversight to the Governor's Partnership Council on Children and Families and prior to approval, ensure each local TEA plan includes how the regional workforce investment board will support the local TEA plan. The Board is required to submit biennial reports to the House and Senate Committees on Public Health, Welfare and Labor and to the Governor.

Base Level for this appropriation includes graduated salary increases of 3% to 1.5% each year over FY05 salary levels, along with related Personal Services Matching costs for the five Base Level Positions. Included in Personal Services Matching is a \$40 per month increase in the monthly contribution for State employee's health insurance for a total State match of \$320 per month.

The Agency is requesting a Change Level of \$3,649 in FY06 and \$3,757 in FY07 in Regular Salaries and Personal Services Matching each year due to the following position requests:

- To upgrade one of the two current ATEB Program Director positions from a Grade 24 to a Grade 26, due to the high level of responsibility required of this position. This is an increase of \$3,649 in FY06 and \$3,757 in FY07.
- To downgrade the current ATEB Administrative Assistant position from a Grade 18 to a Grade 16, in order to provide the agency with a staff position for more general administrative support. This request does not increase or decrease base level appropriation.
- To reclassify one of the two current ATEB Program Director positions in order to change the title to ATEB Program Manager so that the title will more accurately reflect the functions of the position. This request does not increase or decrease base level appropriation.

The Executive Recommendation provides for the base level request as well as for a Reclassification of the current ATEB Administrative Assistant position to a grade 17 Administrative Assistant II. This reclassification does not change the base level appropriation.

Appropriation / Program Summary

Appropriation / Program: 768 Operations
Funding Sources: MAT-Transitional Employment Board-Operations

Commitment Item	Historical Data			Agency Request and Executive Recommendation					
	2003-2004 Actual	2004-2005 Budget	2004-2005 Authorized	2005-2006			2006-2007		
				Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	165,222	239,359	252,635	246,151	249,222	246,151	253,097	256,259	253,097
#Positions	4	5	5	5	5	5	5	5	5
Personal Services Matching 5010003	43,921	61,702	61,542	65,477	66,055	65,477	66,782	67,377	66,782
Operating Expenses 5020002	84,212	130,500	130,500	130,500	130,500	130,500	130,500	130,500	130,500
Travel-Conference Fees 5050009	0	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500
Professional Fees and Services 5060010	7,283	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
Total	300,638	446,061	459,177	456,628	460,277	456,628	464,879	468,636	464,879
Funding Sources									
Federal Revenue 4000020	300,638	446,061		456,628	460,277	456,628	464,879	468,636	464,879
Total Funding	300,638	446,061		456,628	460,277	456,628	464,879	468,636	464,879
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	300,638	446,061		456,628	460,277	456,628	464,879	468,636	464,879

The FY05 Budgeted amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2003-2005 biennium.

Change Level by Appropriation

Appropriation / Program: 768-Operations

Funding Sources: MAT-Transitional Employment Board-Operations

Agency Request

Change Level		2005-2006	Pos	Cumulative	% of BL	2006-2007	Pos	Cumulative	% of BL
BL	Base Level	456,628	5	456,628	100.0	464,879	5	464,879	100.0
C10	Reclass	0	0	456,628	100.0	0	0	464,879	100.0
C11	Upgrade/Downgrade	3,649	0	460,277	100.8	3,757	0	468,636	100.8

Executive Recommendation

Change Level		2005-2006	Pos	Cumulative	% of BL	2006-2007	Pos	Cumulative	% of BL
BL	Base Level	456,628	5	456,628	100.0	464,879	5	464,879	100.0
C10	Reclass	0	0	456,628	100.0	0	0	464,879	100.0
C11	Upgrade/Downgrade	0	0	456,628	100.0	0	0	464,879	100.0

Justification

C10	To change the title of one of the two current ATEB Program Director positions to ATEB Program Manager. Although the position will remain at Grade 24, this title will better align with the functions of this position.
C11	To upgrade one of the two current ATEB Program Director positions from a Grade 24 to a Grade 26. The responsibilities involved in this position are aligned with those generally defined under the role of an agency Deputy Director. Also, the agency is requesting to downgrade the current ATEB Administrative Assistant position from a Grade 18 to a Grade 16.

Analysis of Budget Request

Appropriation / Program: 939 - TEA-Independent Evaluator

Funding Sources: FBE Transitional Employment Board - Federal Operations

Act 1567 of 1999 amended ACA §20-76-107 by transferring the authority and responsibility of engaging a professional consultant to perform an on-going independent evaluation of the TEA program from the Governor to the Transitional Employment Board. Biennial reports are required to be submitted to the Governor and the House and Senate committees on Public Health, Welfare, and Labor. Funding is derived from the Federal Temporary Assistance to Needy Families (TANF) program through the Arkansas Department of Human Services-Division of County Operation.

The Agency has requested the Base Level budget of 750,000 for each year of the biennium, to support ongoing evaluation activities.

The Executive Recommendation provides for the Agency Request.

Appropriation / Program Summary

Appropriation / Program: 939 TEA-Independent Evaluator
Funding Sources: FBE Transitional Employment Board - Federal Operations

Historical Data

Agency Request and Executive Recommendation

Commitment Item	2003-2004	2004-2005	2004-2005	2005-2006			2006-2007		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses 5020002	0	0	0	0	0	0	0	0	0
Travel-Conference Fees 5050009	0	0	0	0	0	0	0	0	0
Professional Fees and Services 5060010	389,359	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
Total	389,359	750,000							
Funding Sources									
Federal Revenue 4000020	389,359	750,000		750,000	750,000	750,000	750,000	750,000	750,000
Total Funding	389,359	750,000		750,000	750,000	750,000	750,000	750,000	750,000
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	389,359	750,000		750,000	750,000	750,000	750,000	750,000	750,000